

## MEB DOCUMENT CHECKLIST

*MEB Documents(\*\* To be completed by Assigned MTF)*

*MEB Proceedings (DA Form 3947) and Narrative Summary (NARSUM) w/ supporting documentation will be added to the MEB packet by the MTF.*

*No other MEB Document Checklist is authorized. Deviation from the below order of documents is not authorized. Failure to provide all required documentation (to include statements of non-availability or explanation) will result in the case being returned without action. Do not send with the intent of forwarding missing documents at a later date.*

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|-----|--|--|
| 1** |  | MTF MEB Proceedings (DA Form 3947 or appropriate Interservice/Triservice MEB)  |
| 2** |  | MTF NARSUM   |
| 3** |  | MTF Additional Medical Documents supporting NARSUM or Addendum (i.e Medication Profile, Photos as appropriate) , STR and associated clinical records |

### Required Documents (in the following order)

|    |  |   |
|----|--|---|
| 1  |  | Complete Service Treatment Record (including any Civilian medical treatment and Medication Profile from pharmacist as applicable; Statement summarizing where and when attempts were made to locate all STRs) |
| 2  |  | PHA/ Physical Exam (DD Form 2808, DD 2807-1, current within previous 6 months) / VA C&P Exam (current within previous 12 months) (all available as applicable)  |
| 3  |  | Physical Profile (DA Form 3349) completed IAW AR 40-501   |
| 4  |  | Commander's Performance and Functional Statement (DA Form 7652)   |
| 5  |  | Copy of MMRB Proceedings (if applicable)  |
| 6  |  | Approved LODs with decisions (DD 261-signed by CG/DA Form 2173) (as required)   |
| 7  |  | VA Rating (if applicable)   |
| 8  |  | Previous MEB/PEB Decisions (if applicable)  |
| 9  |  | Copy of Last 3 evaluation reports (OER/NCOER/Development Counseling or statement explaining non-availability)   |
| 10 |  | Current PQR / ORB / ERB (Officer/Enlisted Record Brief, Personnel Qualification Record) **as applicable must be an updated copy reflecting current PULHES   |
| 11 |  | Current end of month LES (DFAS Form 702)  |
| 12 |  | All Orders (Attachment/Extension/Mobilization/ADME/MRP-E/MRP /CBWTU/AGR with all amendments)  |
| 13 |  | Orders for promotion/demotion if demoted within the last 2 years  |
| 14 |  | Previous Discharge Documents -- DD 214 & DD 215 / NGB-22 (if applicable for all AD service)   |
| 15 |  | Retirement Orders or 15/20 Year Retirement Letter (as applicable)   |
| 16 |  | Retirement Points Statement (NGB Form 23 or ARPC Form 249-2-E) – Thru current RYE   |
| 17 |  | Other:  |

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Rank/Grade \_\_\_\_\_ Date: \_\_\_\_\_

Soldier's Home Phone #: \_\_\_\_\_ Soldier's Cell Phone #: \_\_\_\_\_

Unit Name & Address: \_\_\_\_\_

Unit POC Name :

Unit POC Phone:

POC Officer/NCOIC Signature & Date: